



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
OFFICE OF THE DIRECTOR  
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June 2, 2017

Via Electronic Mail [[jna@nycap.rr.com](mailto:jna@nycap.rr.com)] and USPS Regular Mail

Jamie Northrop  
Clarus Glassboards, LLC  
8715 Harmon Road  
Fort Worth, Texas 76117

Re: Reconsideration of Final Agency Decision  
Solicitation #17DPP00111: T0114 Library and School Supplies

Dear Mr. Northrop:

As you know, on May 22, 2017 the Division of Purchase and Property (hereinafter "Division") issued a Final Agency Decision upholding the Proposal Review Unit's Notice of Proposal Rejection of Clarus Glassboards, LLC's (hereinafter "Clarus") Quote {Proposal} (hereinafter "Proposal") submitted in response to Solicitation #17DPP00111: T0114 Library and School Supplies. A review of the record of the procurement revealed that Clarus' Proposal was rejected because Clarus submitted a blank *Offer and Acceptance Page* with its proposal. In response to the Notice of Proposal Rejection, on May 16, 2017, Clarus wrote to the Division stating:

Clarus Glassboards recently received a Notice of Proposal Rejection Letter in response to the Quote submitted online in response to Solicitation T0114 – Library and Schools Supplies and is requesting a review by the Division Hearing Unit.

The basis for rejection was an unsigned Offer and Acceptance Letter. A blank template version was mistakenly uploaded in place of the signed original document that we had prepared.

This was a completely unintended administrative error in uploading the incorrect file into the NJ Quote system on my part. We had completed and signed the Offer and Acceptance document (copy attached) which was created on April 17<sup>th</sup> in advance of the April 24<sup>th</sup> NJStart (sic) submittal. While I was completing the upload I inadvertently selected the work file version instead of the signature copy version of the document. I accept complete responsibility for this clerical oversight.

With the protest, Clarus submitted the completed and signed *Offer and Acceptance {Signatory} Page*.

Subsequent to the issuance of the May 22, 2017, Final Agency Decision, and based upon a review of the statutory and regulatory requirements along with the RFP and the *Offer and Acceptance {Signatory} Page* language, the Division has determine that it should have accepted the *Offer and Acceptance {Signatory} Page* submitted with Clarus' protest. Because Clarus submitted a fully completed and executed *Offer and Acceptance {Signatory} Page* with its protest, and because the submission of the blank form was noted to be clerical error in attaching the form, I have determined that in this instance, acceptance of *Offer and Acceptance {Signatory} Page* is consistent with the Division's policy.

Accordingly, Clarus' Proposal will be forwarded to the Procurement Bureau for evaluation along with other proposals submitted.

Thank you for your interest in doing business with the State of New Jersey and for registering your company with **NJSTART** at [www.njstart.gov](http://www.njstart.gov), the State of New Jersey's new eProcurement system.

Sincerely,



Maurice A. Griffin  
Acting Director

MAG: RUD

c: J. Kerchner  
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